

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING  
TOWN HALL  
CONFERENCE ROOM B**

**THURSDAY, JUNE 27, 2013**

**3 PM**

**MINUTES**

Present: Chair Harry Birkenruth, Phil Barry, Tom Callahan, Matt Hart, Toni Moran, Dave Pepin, Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm

Guest: Lon Hultgren, Mansfield Director of Public Works

**1. Call to Order**

Chair Harry Birkenruth called the meeting to order at 3:05 pm.

**2. Approval of Minutes from May 23, 2013**

Bill Simpson made a motion to approve the minutes from May 23, 2013. Dave Pepin seconded the motion. Toni Moran abstained. The motion passed.

**3. Review of Insurance Options**

Mike Gergler, owner of Wilcox & Reynolds Insurance, updated the Committee on the status of the change to a new carrier for Directors and Officers insurance. He said the change will go into effect on July 1, 2013.

Mr. Gergler said he thought he could obtain worker's compensation insurance for about 20 percent less than what the Partnership is now paying for coverage. He passed out a proposal from AmTrust North America.

Mr. Gergler has also reviewed the Partnership's property insurance and believes he could find savings there as well. He will bring back a proposal at the next Finance and Administration Committee meeting.

He suggested that all policies run parallel to the Partnership's fiscal year of July 1 to June 30.

Mr. Gergler left the meeting.

Matt Hart made a motion to change the Partnership's workers' compensation coverage to AmTrust North America. Mr. Simpson seconded the motion. The motion was approved.

#### **4. Review of Intermodal Transportation Center Operations**

Lon Hultgren, Mansfield's Director of Public Works, and Cynthia van Zelm, gave a Power Point presentation of a preliminary plan for operations of the Transportation Center. The Council received a similar presentation last week.

Mr. Hultgren said the process would be to review ideas for operation of the Center with the Partnership's Board, the Town's Parking Steering and Transportation Advisory Committees.

Mr. Hultgren said the Center should open in late October and an operations plan needs to be in place to be ready to open.

Mr. Hultgren said the goal is for the Center to accommodate bus and bike commuters with storage space, showers, and bike lockers.

He said one idea is to move the Partnership's offices to the 2<sup>nd</sup> floor of the Center. He is working with the architect and the contractor to see if there is available funding in contingency to finish out the 2<sup>nd</sup> floor.

Frank Vasington asked how many bikes could be accommodated in the storage area. Mr. Hultgren said that 30 to 40 bikes could fit in the storage area which is in the garage.

Mr. Hultgren reviewed a preliminary budget with the Committee. He said the operating cost of the Center would be covered by tax revenues coming in from Storrs Center.

The Committee asked several questions about the UConn Transportation Research Fellow in terms of duties, and cost. Mr. Hultgren said that budget is being evaluated but said the Fellow is very important in terms of helping Mansfield to promote its key goals of alternative transportation and sustainability.

Tom Callahan asked if there would be a Memorandum of Understanding between the Town and the Partnership if the Partnership was to operate the Center. Matt Hart replied in the affirmative.

Mr. Callahan also asked if there are other revenue streams that would be available. Mr. Hart said there are possibilities for some retail which would need to be negotiated.

Mr. Callahan said the decision for the Partnership to manage the Center, is a serious one in terms of an additional mission for the Partnership. Ms. van Zelm said this was contemplated during the Partnership Board's strategic planning process and the decision to operate the Center is one that the Board needs to evaluate. The current job duties of Partnership staff should be evaluated against a possible role in the Center.

Mr. Callahan, noting the important role that Central parking would play in overseeing the Center, asked if a written agreement was in place with Central and the Town. Mr. Hultgren said, if the proposed operations plan is approved, an agreement would be put in place. Ms. van Zelm reiterated that both LeylandAlliance (who employs Central) and Central had signed off on staffing the Center for 60 hours a week. Mr. Hultgren said Central had actually indicated they could work more but it was agreed that the 60 hours would be appropriate for a starting point.

Mr. Hart left the meeting.

Mr. Callahan said it will also be important to identify who gets called (particularly on off hours) if there is an emergency.

Toni Moran asked if a qualified person for the Transportation Coordinator position could be hired for only 20 hours a week. Others agreed that it is important that the Center be managed effectively with the appropriate dedication of time.

Mr. Hultgren said an important distinction is the time required to start up the Center in the first few months, which will be a much larger commitment than the on-going operations.

Mr. Birkenruth suggested that Ms. van Zelm and Mr. Hultgren also look at alternatives to those presented to operate the Center.

Mr. Callahan asked that the budget be presented on an annual basis.

The Committee also discussed looking at a one year plan for operations to evaluate the best long term solution for managing the Center. The Partnership could be one option. Mr. Callahan said if the Partnership is the likely entity, what is needed by the Partnership to be successful?

In preparation for the Partnership Board meeting on July 11, the Committee suggested that the following be addressed: key issues (what needs to be done to be ready to open doors at end of October), timetable to get to opening, and a decision date on who operates the Center.

**5. Review of Benchmarks for Executive Director Compensation**

The Committee delayed this agenda item until the next meeting.

**6. For-Sale Housing Update**

Ms. van Zelm said that Monica Quigley from LeylandAlliance would be preparing a summary of the status of for-sale housing. Three focus groups were held with persons interested in the housing about three weeks ago.

Mr. Callahan will follow-up with Howard Kaufman of Leyland on that report.

**7. Finance and Administration Committee Chair**

Mr. Birkenruth said he asked Tom Callahan if he would take over as Chair of the Committee and he accepted.

**8. Adjourn**

The Committee will not meet in July due to Ms. van Zelm's absence. The next meeting will be August 22.

Mr. Simpson made a motion to adjourn. Mr. Barry seconded the motion. The meeting adjourned at 5:10 pm.

*Minutes taken by Cynthia van Zelm*